

Navajo County, Arizona

CANDIDATE & COMMITTEE HANDBOOK

2022 Midterm Election Cycle



Navajo County Elections Department
100 E. Code Talkers Dr.
Holbrook, AZ 86025
928-524-4062

<https://navajocountyaz.gov/Departments/Elections>

elections@NavajoCountyaz.gov

Created October 1, 2021

INTRODUCTION

Are you seeking election to a public office within Navajo County? Do you wish to serve on a Special District or College Board? Do you want to be a Precinct Committeeman?

This handbook has been prepared by the **Navajo County Elections Department** to provide standard information to persons seeking election to a public office within the County. **This handbook is meant as a reference guide only.** It should be used only in conjunction with the election statutes contained within Arizona Revised Statutes located at <https://www.azleg.gov/A.R.S.title/>. If any inconsistency exists between this publication and Arizona election statutes, the statutory language governs.

If you have questions on the legality of the forms, petitions, campaign finance, committees, etc., please seek your own legal counsel. The Election's Department does not give legal advice or assist with filling out the forms. **It is the candidate's responsibility to ensure compliance with all state, federal, and local laws, forms and procedures.**

Election laws impacting filing dates, filing forms, contribution limits, campaign expense requirements or other subjects in this handbook may have changed after publication of this handbook. Please refer to the County website for the most current information and forms <https://navajocountyaz.gov/Departments/Elections>

This Department strives for accuracy in all our publications and forms. If you find an error, or have suggestions for improvement, please contact us at 928-524-4062.

If you are seeking a position on a School District Board, please contact the Navajo County School Superintendent at 928-524-4204.

If you aspire to be on a City or Town Council, please contact the City/Town Clerk:

City of Holbrook	(928) 524-6225	https://www.holbrookaz.gov
City of Winslow	(928) 289-2422	https://www.winslowaz.gov
City of Show Low	(928) 532-4000	https://showlowaz.gov
Town of Taylor	(928) 536-7366	https://www.tayloraz.org
Town of Snowflake	(928) 536-7103	https://ci.snowflake.az.us
Town of Pinetop-Lakeside	(928) 368-8696	https://www.pinetoplakesideaz.gov

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CONTACT / RESOURCE INFORMATION

NAVAJO COUNTY ELECTIONS DEPARTMENT

Candidate Packets, Signature Requirements, Candidate Filing and Campaign Finance Filing, Poll Workers, Voter Education, Election Day Voting and Information, Voter Outreach:

Rayleen Richards – Elections Director

rayleen.richards@navajocountyaz.gov

Christen Haddox – Elections Coordinator

christen.haddox@navajocountyaz.gov

(928) 524-4062

<https://navajocountyaz.gov/Departments/Elections>

NAVAJO COUNTY RECORDER'S OFFICE

Voter Registration Forms, Early Voting Request, Voter Lists, Maps, Special Election Boards, Emergency Voting, Voter Outreach:

Michael Sample – Recorder

recorders@NavajoCountyaz.gov

Donna Hurstrom – Chief Deputy Recorder

(928) 524-4194

<https://navajocountyaz.gov/Departments/Recorder>

Jose Lerma – Voter Registration Coordinator

(928) 524-4192

NAVAJO COUNTY SCHOOL SUPERINTENDENT'S OFFICE

Filing Office for all School District Boards in Navajo County. Community College District Board candidates must file with the ELECTIONS DEPT.

Jalyn Gerlich – School Superintendent

Margareta Mike – Chief Deputy School Superintendent

(928) 524-4204

<https://navajocountyaz.gov/Departments/Superintendent-of-Schools>

ARIZONA REVISED STATUTES

<https://www.azleg.gov/A.R.S.title>

SECRETARY OF STATE

www.azsos.gov

Federal Offices, Statewide Offices, Legislative Offices, Election Information, Elections Procedure Manual, Voter Guides, Previous election results and information on election equipment certified for use in Arizona:

Honorable Katie Hobbs - Secretary of State

1700 W. Washington Street 7th Floor

Phoenix, Arizona 85007

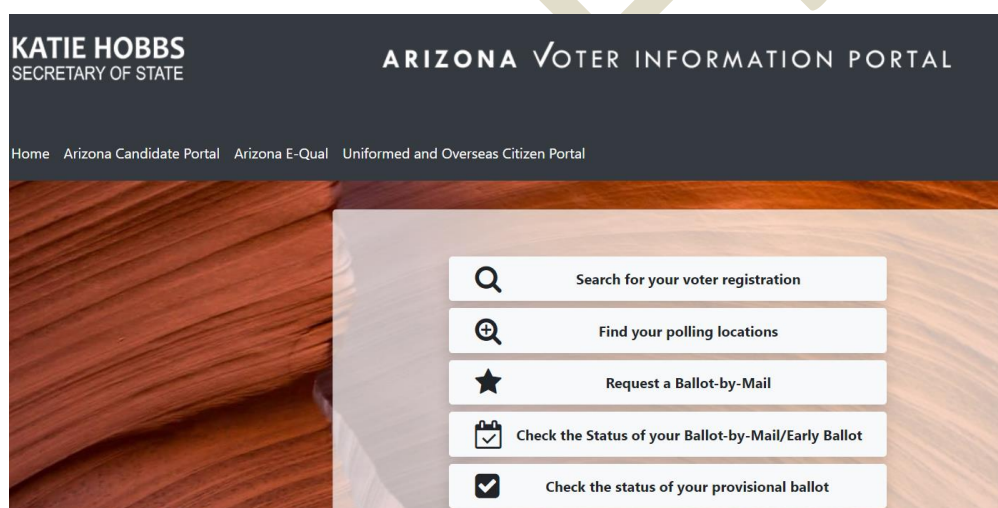
(602) 542-8683 – Elections

(877) 843-8683 – Toll Free

VOTER INFO PORTAL

www.my.arizona.vote

Voters can request a ballot by mail, check their voter registration, find a polling place and check the status of their Provisional or Early ballot.



VOTER REGISTRATION

www.servicearizona.com

Voters can register to vote online at Service Arizona, at the Recorder's Office, at the political party headquarters and various events and voter outreach efforts.

ARIZONA CLEAN ELECTIONS

www.azcleaselections.gov

Running for Office, how government works, campaign finance for State offices, voter education and outreach:

U.S. ELECTION ASSISTANCE COMMISSION (EAC)

www.eac.gov

The U.S. Election Assistance Commission (EAC) was established by the Help America Vote Act of 2002 (HAVA). EAC is an independent, bipartisan commission charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, and serving as a national clearinghouse of information on election administration. EAC also accredits testing laboratories and certifies voting systems, as well as audits the use of HAVA funds.

HAVA established the Standards Board and the Board of Advisors to advise EAC. The law also established the Technical Guidelines Development Committee to assist EAC in the development of voluntary voting system guidelines. Information about voting equipment certification, election security and resources

ADDITIONAL COUNTY RESOURCES FOR CANDIDATES

Maps, Previous Election Results, Voter Lists

Navajo County has 14 Precincts. Maps for each Precinct, Justice of the Peace Precincts, and an interactive countywide map can be located here

<https://ncaz.maps.arcgis.com/apps/View/index.html?appid=4cbfdcb92c964dcf8f4f851407c9fb22>

Previous election results broken down by Precinct are located here

<https://navajocountyz.gov/Departments/Elections/Election-Results>

Voter lists and maps may be purchased from the Navajo County Recorder by calling 928-524-4192

All of Navajo County is located in Congressional District 1 and Legislative District 6 & 7

All forms filed by a candidate become public records and are subject to inspection by the general public. All forms may be posted on the County website.

RUNNING FOR LOCAL OFFICE

NAVAJO COUNTY OFFICES OPEN FOR ELECTION IN 2022

(One position open for each Office unless otherwise noted)

SUPERIOR COURT JUDGE (4 year term)

Division 1

CLERK OF SUPERIOR COURT (4 year term)

JUSTICE OF THE PEACE (4 year term)

Precinct 1 – Holbrook

Precinct 2 – Winslow

Precinct 3 – Snowflake

Precinct 4 – Kayenta

Precinct 5 – Show Low

Precinct 6 – Pinetop-Lakeside

CONSTABLE (4 year term)

Precinct 1 – Holbrook

Precinct 2 – Winslow

Precinct 3 – Snowflake

Precinct 4 – Kayenta

Precinct 5 – Show Low

Precinct 6 – Pinetop-Lakeside

The following Elections for Offices are subject to Cancel and Appointment.

PRECINCT COMMITTEE PERSONS (2 year term) – **All Precincts, multiple positions**

(On Primary Ballot only - partisan: file with Navajo County Elections Department OR your local Party Chairman)

SPECIAL DISTRICT GOVERNING BOARDS (4 year term) – **Various Districts, multiple positions**

(On General Ballot only - nonpartisan: file with Navajo County Elections Department)

COMMUNITY COLLEGE GOVERNING BOARD (6 year term) – **Precincts 2 and 5, one each**

(On General Ballot only - nonpartisan: file with Navajo County Elections Department)

SCHOOL DISTRICT GOVERNING BOARDS (4 year term) – **Various Districts, multiple positions**

(On General Ballot only – nonpartisan: file with Navajo County School Superintendent's Office)

QUALIFICATIONS FOR OFFICE

General Qualifications (A.R.S. §11-402, §11-404, §16-121(A) and [Ariz. Const. Art. VII]). These apply to all candidates.

A person shall not be eligible for a county office, whether elective or appointive, nor shall a certificate of election or commission be issued to any person, unless the person is, at the time of the election or appointment:

- 18 years of age or over
- A resident of the state
- Able to read and write the English language
- Will be a qualified elector (A.R.S. §16-321F) of the district which he or she proposes to represent at the time of the candidate filing.

Specific Qualifications for Offices

County Attorney [A.R.S. §11-531]. A person is eligible for this office who:

- Is an attorney at law, licensed and in good standing in Arizona
- Meets the general qualifications for county office

School Superintendent [A.R.S. §15-301]. A person is eligible for this office who:

- Holds a regular certificate to teach in the schools of this state
- Meets the general qualifications for county office

Superior Court Judge [Ariz. Const. Art. VI, §22]. A person is eligible for this office who is:

- At least 30 years of age
- Of good moral character
- Admitted to the practice of law in Arizona for at least five years
- A resident of the state for five years prior to taking office
- A resident of Navajo County for the past year
- An elector of the county in which the duties of the office are to be exercised
- Able to read and write the English language
- Meets the general qualifications for county office

ALL Write-in Candidates: Any person desiring to become a write-in candidate for an elective office shall be at the time of filing a qualified elector in that district and shall have been a resident of that district for 120 days before the date of the election. All other specific residency requirements still apply. Does not apply to city or town elections. HB2181 (2021) A.R.S. §16-312

QUALIFICATIONS FOR GOVERNING BOARDS – IN ADDITION TO THE GENERAL QUALIFICATIONS FOR ALL OFFICE HOLDERS

Community College Governing Board Members

Individuals seeking election to the governing body of a community college must be a qualified elector within the precinct in which the duties are to be exercised. Employees of a community college district or their spouses are not eligible to serve as a member of the governing board of the district. A county officer listed in A.R.S. §11-401 is not eligible to serve as a community college district governing board member during his/her term of office. (A.R.S. §15-1441)

School District Governing Board Members

Individuals seeking election to the governing body of a school district must be a registered voter of the state and a resident of the school district for one year immediately preceding the day of election. No employee of a school district or the spouse of such employee may hold membership on a governing board of a school district in which they are employed. Persons related as immediate family who have the same household of residence within four years prior shall not serve simultaneously on the governing board of the same school district if the governing board is composed of five members. (A.R.S. §15-421)

Special District Governing Board Members

Individuals seeking election to the governing body of a **fire district** must be, and during incumbency must remain, a qualified elector of the district for at least one year immediately preceding the date of the election. (A.R.S. §48-802)

Individuals seeking election to the governing board of a **hospital district** must be real property owners within the district and cannot be an elective or appointive state, county or city official. (A.R.S. Section §48-1908)

Precinct Committeeman

At the Primary Election, members of a political party in each precinct shall choose one, or more, of their members as a county precinct committeeman. The members shall choose one additional precinct committeeman for each 125 registered voters in the party and residing in the precinct.

Any member of a recognized political party who is a registered voter in the precinct is eligible to seek the office. Precinct committeemen may be elected for any party qualified on a State level; currently Democratic, Libertarian, and Republican. Candidates must meet the same general qualifications for county offices. Please contact your local party or state party for more information on duties and responsibilities of this Office.

ALL Write-in Candidates: Any person desiring to become a write-in candidate for an elective office shall be at the time of filing a qualified elector in that district and shall have been a resident of that district for 120 days before the date of the election. All other specific residency requirements still apply. Does not apply to city or town elections. HB2181 (2021) A.R.S. §16-312

RESIGN TO RUN LAWS

Arizona Constitution, Article 22 § 18

Nomination of incumbent public officers to other offices

Except during the final year of the term being served, no incumbent of a salaried elective office, whether holding by election or appointment, may offer himself for nomination or election to any salaried local, state, or federal office.

A.R.S. § 38-296

Limitation upon filing for election by incumbent of elective office

- A. Except during the final year of the term being served, no incumbent of a salaried elective office, whether holding by election or appointment, may offer himself for nomination or election to any salaried local, state, or federal office.
- B. An incumbent of a salaried elected office shall be deemed to have offered himself for nomination or election to a salaried local, state, or federal office on the filing of a nomination paper pursuant to A.R.S. Section 16-311, subsection A. An incumbent of a salaried elected office is not deemed to have offered himself for nomination or election to an office by making a formal declaration of candidacy for the office.
- C. The resignation of the incumbent elective officer duly filed in writing with the officer, board, or commission having jurisdiction of the office shall, if not accepted within ten days, be deemed to have become effective as of the date of filing.
- D. This section shall not be construed to prohibit a person whose resignation from office has become effective from qualifying as a candidate for another office during the unexpired portion of the term affected by the resignation, nor shall it apply to any incumbent elective officer who seeks reelection to the same office or to any other public office during the final year of the term to which he has been so elected.
- E. A person violating any provision of this section is guilty of misfeasance in office and the office held by such person shall be declared vacant.

Navajo County does not have a Resign to Run Policy for employees. County employees seeking any elected office should refer to Human Resource Office.

JUDICIAL CODE OF CONDUCT - CANDIDATES SEEKING JUDICIAL OFFICES (Superior Court, Justice of the Peace)

Candidates wishing to run for a judicial office should consult the Arizona State Courts Division and the Arizona Commission on Judicial Conduct for the most current publication on the Code of Judicial Conduct available online at www.azcourts.gov/azcjc

1501 W. Washington Street, Suite 229
Phoenix, AZ 85007
(602) 452-3200
Email cjc@courts.az.gov

The Arizona Code of Judicial Conduct

Canon 4 of the Arizona Code of Judicial Conduct (“Code”) applies to judges and to judicial candidates. The Code broadly defines a judicial candidate as follows:

“Judicial candidate” means any person, including a sitting judge, who is seeking selection for or retention in judicial office by election or appointment. A person becomes a candidate for judicial office as soon as he or she makes a public announcement of candidacy, declares or files as a candidate with the election or appointment authority, authorizes, or, where permitted, engages in solicitation or acceptance of contributions or support, or is nominated for election or appointment to office.

A successful judicial candidate is subject to discipline by the Arizona Commission on Judicial Conduct for Code violations, even if the candidate was not a judge during the period of his or her candidacy. An unsuccessful judicial candidate who is a lawyer is subject to discipline by the State Bar of Arizona for Code violations.

The handbook [Guidelines for Candidates Seeking Judicial Office](#) can be located on their website.

A judicial candidate subject to public election **may** establish a campaign committee to manage and conduct a campaign for the candidate. Justice of the Peace candidates **cannot** be their own Committee Treasurer. See Arizona Code of Judicial Conduct
<http://www.azcourts.gov/azcjc/ArizonaCommissiononJudicialConduct.aspx>

CANDIDATE STATEMENT OF INTEREST

Election laws changed in 2020, and candidates seeking **ANY office except Special District Boards and Precinct Committeeman** are required to file a **Statement of Interest** prior to obtaining any petition signatures. A.R.S. §16-311, 16-341.

Navajo County Candidate Statement of Interest		FOR FILING OFFICE USE ONLY
FIRST NAME	MIDDLE NAME OR INITIAL (OPTIONAL)	LAST NAME
OFFICE SOUGHT (INCLUDE NAME OF DISTRICT)		2 YEAR TERM <input type="checkbox"/>
POLITICAL PARTY (FOR PARTISAN OFFICES ONLY)		6 YEAR TERM <input type="checkbox"/>
RESIDENTIAL ADDRESS		ELECTION YEAR
RESIDENTIAL CITY	RESIDENTIAL STATE	RESIDENTIAL ZIP CODE
MAILING ADDRESS (IF DIFFERENT THAN RESIDENTIAL)		
MAILING CITY	MAILING STATE	MAILING ZIP CODE
EMAIL ADDRESS		TELEPHONE NUMBER
<small>By signing below, candidate listed above indicates intent to circulate nomination petitions for the above-named office sought.</small> CANDIDATE SIGNATURE _____ DATE _____		
Updated 10/14/2021		

File the **STATEMENT OF INTEREST** with the Elections Dept electronically by email, regular mail, or in person. It does not need an original signature. **It must be filled PRIOR to collecting any petition signatures.**

All forms to be filed by candidates can be downloaded from the Navajo County Web Page <https://navajocountyaz.gov/Departments/Elections>

CANDIDATE STATEMENT OF ORGANIZATION

If a candidate receives or intends to receive contributions or makes expenditures, in any combination, of \$1,300 (including use of their own money) the candidate must file a **Candidate Committee Statement of Organization** with the Elections Dept. to register as a candidate committee. A Statement of Organization must be filed within 10 days [A.R.S. §16-906(c)] of surpassing \$1,300. A candidate that files this form will be required to file Campaign Finance Reports. Penalties apply to late filers.

If a candidate never reaches the threshold, registration and reporting are not required; however, the committee should keep record of all transactions. A candidate may only have one committee in existence for the same office during the same election cycle. A candidate or their committee can begin accepting contributions and making expenditures at any time.

File the **CANDIDATE STATEMENT OF ORGANIZATION** with the Elections Dept electronically by email, regular mail, or in person. **QUARTERLY CAMPAIGN FINANCE REPORTS** may be filed the same way. They do not have to have original (wet) signature.

CANDIDATE STATEMENT OF ORGANIZATION – Info Required

- Committee Name
 - Must include the first or last name of the candidate
 - Example: "John for Justice" or "Smith for JP"
- Candidate Information
 - Name, Mailing Address, Party Affiliation*, Office Sought*
 - Party Affiliation is required for candidates running for a **Partisan Office**. Generally, these are candidates appearing on the **Primary Election Ballot**.
 - Independent Candidates will only appear on the General Election Ballot but, file during the Primary Candidate filing period.
 - Office sought including the office title, district, term (2 year required if running for a 2 year seat)
- Bank Information
 - Provide the name of the bank(s) the committee intends to use
 - DO NOT include the account number
- Chairman and Treasurer
 - Each committee must have a Chairman and a Treasurer
 - Each must provide a residence address if different from the mailing address
 - A candidate may appoint him/herself as both Chairman and Treasurer
 - Justice of the Peace candidates **cannot** be their own Treasurer
 - See Arizona Code of Judicial Conduct
 - <http://www.azcourts.gov/azcjc/ArizonaCommissiononJudicialConduct.aspx>
 - Change of Officer(s) or other information
 - The committee must file an "amended" Statement of Organization within 10 days of the change.

By signing the Statement of Organization, the candidate, chairperson, and treasurer swear under penalty of perjury that they (1) have read this Guide (and/or the guide provided by the Arizona Secretary of State), (2) agree to comply with Arizona campaign finance law, and (3) agree to accept all notifications, statements, service of process, or other important documents via the committee's email address.*

CAMPAIGN FINANCE

Filing forms are located at

<https://navajocountyaz.gov/Departments/Elections/Candidates/Candidate-Packet/Candidate-Forms>

For more information on Campaign Finance Reports and Candidate Committees, Guide located on the Arizona Secretary of State's website

https://azsos.gov/sites/default/files/2020_2_4_Campaign_Finance_Candidate_Handbook_2.pdf

Special Note: Failure to properly register as a political committee or to report campaign contributions and expenditures, as required by law, will be reported to the Navajo County Attorney's Office and/or the Arizona Attorney General's Office, which may result in both civil and criminal penalties. It could also impact your ability to run for future Offices.

- Reports must be received in the Navajo County Elections Department by 5:00 pm on the due date.
- For reports sent by certified mail, the date of the U.S. mail postmark constitutes the date of filing. **Reports may be filed electronically via email to the Elections Department.**
- A regular mail postmark is not recognized as the date of filing. For reports sent via regular mail the date of filing is the date of receipt by the Elections Department.
- For reports sent by a commercial delivery service that provides a standardized delivery confirmation process, the date of delivery constitutes the date of filing.
- A candidate is liable for a late penalty of \$10 for each business day reports are late, up to a maximum of \$450.
- A delinquent notice of failure to file shall be sent to the committee by certified mail within fifteen (15) days after the filing deadline.
- A candidate that has failed to file within fifteen (15) days after receiving a Failure to File Notice is liable for a civil penalty of \$25 for each subsequent day that the filing is late.
- **The late report shall not be accepted for filing unless the imposed fine is paid with the report.**

A candidate (committee) is responsible for filing campaign finance reports starting at the time the committee is established – whether they hit the \$1300 threshold or not.

Candidate committees are required to file quarterly as well as pre-and post-election reports until termination.

For those calendar quarters in which there is no election, quarterly reporting is required

For those calendar quarters in which an election occurs, a committee files 2 reports:

The pre-election and quarterly report

Committees are required to file reports until formal termination. If the candidate committee did not terminate during the election cycle, then continual reporting picks up with candidate committee schedule for the next election cycle.

Campaign Contribution Limits 2021-2022 Election Cycle

Effective January 1, 2021

Who can give to a candidate?	Per Election Cycle (2 year)
Individual	\$6,550
Partnership	\$6,550
Candidate Committee	Generally prohibited (except donation of surplus funds)
PAC <i>without</i> Mega PAC status (using non-corporate / non-union funds)	\$6,550
PAC <i>with</i> Mega PAC status (using non-corporate / non-union funds)	\$13,100
Political Party (using non-corporate/non-union funds)	Unlimited but, party nominee may accept no more than \$10,300
Corporation	Prohibited
Limited Liability Company (LLC)	Prohibited
Trust, Joint Venture, Cooperative, or Other Unincorporated Organization or Association	Prohibited
Union	Prohibited

Contribution Limits

Contribution limits apply over the course of an “election cycle” which is defined as the two year period beginning on January 1st after a statewide general election and ending on December 31st in the year of the next statewide general election.

Candidate’s Personal Money

There is no limit on “personal monies” A.R.S. §16-901 (40) a candidate can accept for their campaign. Personal monies include family contributions as defined by A.R.S. §16-901 (26). “Family contribution” means any contribution that is provided to a candidate’s committee by the parent, grandparent, aunt, uncle, child or sibling of the candidate or the candidate’s spouse, including the spouse of any of the listed family members, regardless of whether the relation is established by marriage or adoption.

TYPES OF CONTRIBUTIONS

Monetary – cash, checks, money orders or online.

Loans – monetary loans and credit hat your committee has agreed to pay back to the contributor.

In-kind – goods and services or anything else of value provided to the committee without charge or less than the normal charge. For example, sign materials, paper produces or office equipment. In-kind contributions must be reported at the fair market value (the selling price for an item to which a buyer and seller can agree). The committee must determine the fair market value of the item. If you receive a discounted price for an item that nobody else can get, the amount discounted is an in-kind contribution.

PROHIBITED CONTRIBUTIONS

CANDIDATES OR CANDIDATE CAMPAIGN COMMITTEES **CANNOT** ACCEPT CONTRIBUTIONS from any of the following:

- Corporations
- Labor Unions
- Limited Liability Companies: *A corporation, limited liability company or labor organization that violates this subsection is guilty of a class 2 misdemeanor. The individual through whom the violation is affected is guilty of a class 6 felony.*
- An earmarked contribution: *To make a contribution in the name of another person, knowingly permit a person’s name to be used to affect a contribution in the name of another person or knowingly accept a contribution made by a person in the name of another person. A person who violates this subsection is guilty of a class 6 felony.*
- An anonymous person or group – Identification is required of donors.

- ***NO RAFFLES or PASSING THE HAT***

A raffle is a form of gambling. A.R.S. 13-3303 prohibits promoting gambling. A.R.S. 13-3304 prohibits benefiting from gambling.

- Non-U.S. Citizens – Federal Law
 - Federal Election Campaign Act, 52 U.S.C. §§30121 CFR §110.20
<https://www.law.cornell.edu/cfr/text/11/110.20>
 - Committees are not required to seek proof of citizenship or seek immigration status

NOTE: Contributions may be accepted from business owners, if the contribution comes from his/her personal checking account; if it comes from a corporate account, it **must be returned**.

Reporting Contributions & Expenditures

A committee that has a Statement of Organization on file is required to file either a Campaign Finance Report or No Activity Statement for all reporting periods until the committee has filed a Termination Statement.

- The committee Treasurer is required to keep record of all contributions accepted and expenditures made by the committee.
 - Effective 9/29/2021 SB 1104 (A.R.S. §16-926) Requires an itemized list of the source name, address, occupation, employer, amount, and date of receipt for contributions from in-state individuals whose aggregate contributions exceed \$100, rather than \$50 as in the past. Also requires this information for contributions of any amount from an out-of-state contributor.

NOTE: Keep a receipt book handy at all times. In the event that a cash contribution is received, a receipt may be requested by the contributor; Contributions are not tax deductible.

No Activity Statement (Reporting Period)

In lieu of filing a Campaign Finance Report a candidate's campaign committee that received no contributions and made no expenditures within a reporting period may file a No Activity Statement.

Campaign Finance Reporting Methods

By Email

- Download or print blank forms (*All forms are fillable*)
 - <https://navajocountyaz.gov/Departments/Elections/Candidates/Candidate-Packet>
- Email to: rayleen.richards@navajocountyaz.gov
- Must be **received** by 11:59pm on the last day to file.

Hard Copy - In Person

- Print blank forms (*All forms are fillable*)
 - o <https://navajocountyaz.gov/Departments/Elections/Candidates/Candidate-Packet>
- Anyone can deliver the report
- Must be received by the deadline
- If the deadline falls on a weekend or holiday, the report must be **received** by 5:00 pm on the last business day prior to the deadline.

Hard Copy - By Mail

- Must be received by the deadline
 - o If the deadline falls on a weekend or holiday, the report must be **received** by 5:00pm on the last business day prior to the deadline.
Postmark does not count as receiving date.

Public Record

All campaign finance documents are public record and are available for viewing online.

2021-2022 CAMPAIGN FINANCE REPORTING DATES – CANDIDATE COMMITTEES

REPORTING PERIOD	REPORT DUE
2020 4 th Quarter Report: October 18, 2020 to December 31, 2020	January 1, 2021 to January 15, 2021
2021 March Pre-Election Report (Local Only): January 1, 2021 to February 20, 2021	February 21, 2021 to February 27, 2021
2021 March Post-Election (Q1) Report (Local Only): February 21, 2021 to March 31, 2021	April 1, 2021 to April 15, 2021
2021 Quarter 1: January 1, 2021 to March 31, 2021	April 1, 2021 to April 15, 2021
2021 May Pre-Election Report (Local Only): April 1, 2021 to May 1, 2021	May 2, 2021 to May 8, 2021
2021 May Post-Election (Q2) Report (Local Only): May 2, 2021 to June 30, 2021	July 1, 2021 to July 15, 2021
2021 Quarter 2 Report: April 1, 2021 to June 30, 2021	July 1, 2021 to July 15, 2021
2021 August Pre-Election Report (Local Only): July 1, 2021 to July 17, 2021	July 18, 2021 to July 24, 2021
2021 August Post-Election (Q3) Report (Local Only): July 18, 2021 to September 30, 2021	October 1, 2021 to October 15, 2021
2021 Quarter 3 Report: July 1, 2021 to September 30, 2021	October 1, 2021 to October 15, 2021
2021 November Pre-Election Report (Local Only): October 1, 2021 to October 16, 2021	October 17, 2021 to October 23, 2021
2021 November Post-Election (Q4) Report (Local Only): October 17, 2021 to December 31, 2021	January 1, 2022 to January 15, 2022
2021 Quarter 4 Report: October 1, 2021 to December 31, 2021	January 1, 2022 to January 15, 2022
2022 March Pre-Election Report (Local Only): January 1, 2022 to February 19, 2022	February 20, 2022 to February 26, 2022
2022 March Post-Election (Q1) Report (Local Only): February 20, 2022 to March 31, 2022	April 1, 2022 to April 15, 2022
2022 Quarter 1 Report: January 1, 2022 to March 31, 2022	April 1, 2022 to April 15, 2022
2022 May Pre-Election Report (Local Only): April 1, 2022 to April 30, 2022	May 1, 2022 to May 7, 2022
2022 May Post-Election (Q2) Report (Local Only): May 1, 2022 to June 30, 2022	July 1, 2022 to July 15, 2022

2022 Quarter 2 Report: April 1, 2022 to June 30, 2022	July 1, 2022 to July 15, 2022
2022 Pre-Primary Election Report: July 1, 2022 to July 16, 2022	July 17, 2022 to July 23, 2022
2022 Post-Primary (Q3) Report: July 17, 2022 to September 30, 2022	October 1, 2022 to October 15, 2022
2022 Pre-General Election Report: October 1, 2022 to October 22, 2022	October 23, 2022 to October 29, 2022
2022 Post-General (Q4) Report: October 23, 2022 to December 31, 2022	
Final Campaign Finance Report Prior to Committee Termination	End of Previous Period through Today's Date

Candidate Committees established as new in 2021 or 2022 are required to start filing reports when they are due regardless of meeting the \$1300 threshold.

Committees established prior to 2021 that are still open, not terminated, are required to start filing reports in the year of their election. For candidates running for an office in 2022, with a committee opened prior to 2021, your first report is due in April for the first quarter of 2022.

A pre-election, post-election report is required if you are running in an election in that quarter.

Failure to File Notification & Consequence

The Elections Department will send "Notice of Delinquency" notification **by email** to all committees that have failed to file for each reporting period.

- Notices are emailed within 5 calendar days after the filing deadline.
 - The committee is subject to a late fee of \$10 per day for the first 15 days the report is late. After 15 days, the penalty increases to \$25 per day. Penalties continue to accrue until the report is received.

Payment Methods

- Cash (Exact change requested as we cannot make change)
- Check or Money Order – personal or campaign: Made Payable to Navajo County

Consequence

A candidate's nomination paper to run for office cannot be accepted if the candidate is liable for \$1,000 or more in unpaid fines.

Committee Termination Statement

The committee is considered active and must continue to file Campaign Finance Reports or No Activity Statements for **ALL** statutory reporting dates until a Termination Statement is filed.

- Even if the candidate lost the election.
- A final report showing a \$0.00 balance and the Termination Statement are required in order properly close out a committee, become inactive and no longer be required to file reports.
- The Chairman, Treasurer, and Candidate must all sign the statement.
- Reports not filed are considered late and are subject to late fees

- \$10 per day for the first 15 days and \$25.00 per day thereafter, including weekends and holidays.
- There is no provision that allows the filing officer to forgive or waive fees.
- For candidates wishing to keep their committee open after their campaign ends, please contact the Elections Department for report filing requirements.

Disbursement of Remaining Funds

The committee must disburse of any funds remaining in the bank account.

Options to disburse funds:

- Payback any outstanding debts
- Transfer to a subsequent election
- Give back to contributors
- Donate to a § 501(C)(3) nonprofit organization
- Donate to a PAC or Political Party
- Contribute to a candidate committee for another candidate
 - ONLY UNDER THE FOLLOWING CONDITIONS:
 - After the deadline for filing a nomination paper has passed
 - The contributing candidate is in the last year of their term and is not seeking reelection or has already left office.
 - The contribution is within the limits for individuals
 - o A.R.S. §16-912
- CANNOT USE FOR PERSONAL EXPENSES

Literature & Advertisement – Disclosure Required

Any campaign advertisement or fundraising solicitation must include a disclosure statement that is clearly readable. The disclosure must indicate the name of the committee that paid for the advertisement **and** whether the advertisement or solicitation is authorized by the candidate's committee. (A.R.S. §16-925)

Example: Paid for by Smith for Justice
 Authorized by Smith for Justice

Radio Ads

The required disclosure must be clearly spoken at the beginning **or** at the end of the communication.

Signs & Billboards

The disclosure must be displayed in a height that is at least 4% of the vertical height of the sign or billboard.

- Additionally, candidates must include the name and phone number or website address of the candidate or campaign committee contact person on political signs. (A.R.S. §16-1019(C)(5))

Television & Videos

The disclosure must be both written and spoken at the beginning **or** at the end of the communication.

- Except if the written disclosure statement is displayed for the greater of at least 1/6 of the broadcast duration or 4 seconds, a spoken disclosure statement is not required;
- The written disclosure shall be printed in letters that are displayed in a height that is at least 4% of the vertical picture height.

Literature & Advertisement – Disclosure NOT Required

- Advertisements or fundraising solicitations made via social media messages or text messages
- Advertisements that are placed as a paid link on a website
 - As long as the message is not more than two hundred characters in length and the link directs the user to another website that contains the disclosure
- Advertisements that are placed as a graphic or picture link where the required disclosure statements cannot be conveniently printed due to the size of the graphic or picture
 - As long as the link directs the user to another website that contains the disclosure
- Bumper stickers, pins, buttons, pens and similar small items on which the disclosure cannot be conveniently printed
- A communication by a tax-exempt organization solely to its members
- A published book or a documentary film or video

CANDIDATE FILING AND FORMS

All forms to be filed by candidates can be downloaded from the Navajo County Web Page <https://navajocountyaz.gov/Departments/Elections/Candidates/Candidate-Packet>

Candidates are encouraged to schedule an appointment to file their paperwork. Candidates with appointments will be given priority. Those candidates who do not schedule an appointment will be assisted on a first come, first served basis. Be prepared to wait if filing on the last day. All candidates in line at 5:00pm will be assisted. Under no circumstances will late filings be accepted.

2022 CANDIDATE FILING DATE INFORMATION

See website for most updated calendar

Filing Type	First day to file	Last day to file	Statute
Partisan Candidate Petitions <i>(Partisan Candidates and Precinct Committeemen on Primary Ballot)</i>	March 7, 2022	April 4, 2022 at 5:00 PM	16-311
"Nomination other than by Primary" 16-341 Independent Candidate Petitions <i>(Independent Candidates running for Partisan Office will be on General Election Ballot)</i>	March 7, 2022	April 4, 2022 at 5:00 PM	16-341
Nonpartisan Candidate Petitions <i>(Special and School District Candidates will be on General Election Ballot)</i>	June 13, 2022	July 11, 2022 at 5:00 PM	16-311
Write-In Candidates for Primary (Precinct Committeeman) <i>(For Election that may be cancelled)</i>	March 7, 2022	April 18, 2022 at 5:00 PM	16-312
Write-In Candidates for Primary	March 7, 2022	June 23, 2022 at 5:00 PM	16-312
Write-In Candidates for General (Schools and Special Districts) <i>(For Election that may be cancelled)</i>	June 13, 2022	July 25, 2022 at 5:00 PM	16-312
Write-In Candidates for General	June 13, 2022	September 29, 2022 at 5:00 PM	16-312

PETITIONS

Any person desiring to become a candidate at any election and have their name printed on the official ballot shall file nomination petitions. **Due to a change in law (2020), candidates for County or School District offices must file a Candidate Statement of Interest with the filing office prior to collecting any petition signatures.**

A nomination petition is the form used for collecting the required number of signatures from qualified electors and is circulated by or on behalf of the person seeking to become a candidate for a political office. Blank petitions may be duplicated but the original petition used must be on a form supplied by the Navajo County Elections Department or downloaded from the Secretary of State's Office, www.azsos.gov or Navajo County Web Page <https://navajocountyaz.gov/Departments/Elections/Candidates/Candidate-Packet>

TYPES OF PETITIONS

Partisan Nomination Petition (Primary Election)—A primary election candidate shall file partisan nomination petitions that contain signatures equaling no less than 1% and no more 10% of the total voter registration of the party of the candidate within the jurisdiction of the office they seek.

What Parties are currently recognized for Navajo County Elected Office?

☐ Democratic Party ☐ Republican Party

Nomination Petition for those Not Affiliated with a Recognized Political Party — A candidate who is a registered member of a party not entitled to representation, such as a candidate who is registered as an Independent or No Party Preference, may be nominated as a candidate for Navajo County public office “other than by the primary election.” Candidates wishing to be nominated other than by primary election shall file the required candidate papers and petition at the same time that primary nomination papers and petitions are required to be filed. Candidates nominated other than by primary election shall not be voted for at the primary election but shall be voted for at the general election. (A.R.S §16-341 A-C)

Petitions for nomination other than by primary election shall be signed by at least 3% of the number of persons who are registered to vote in the county or district for which the candidate is nominated who are not members of a political party that is qualified to be represented by an official party ballot (Democrat or Republican Party) at the next ensuing primary election and accorded representation on the general election ballot. A petition circulated for a nomination other than by primary election candidate shall be signed only by voters who have not signed the nomination petition of a candidate for the office to be voted for at the primary election.

Non-Partisan (Special District Candidate) Nomination Petition—This petition is used to nominate a person to a particular office within a political division or district regardless of party affiliation. Each person signing must be a qualified elector and resident of the division or district of the candidate.

NOTE: Signatures on petitions are not verified by this department; this is an office of filing only. However, petition signatures are subject to challenge by other candidates or electors of the State of Arizona.

Form of petitions; the nomination petition size is determined by A.R.S. § 16-315.

DO not alter any of the wording or adjust spacing lines.

A. Front of petition

1. Print nomination petition form on 8½ x 11 inch paper. Consider using a high quality paper which will hold up much better.
2. The second page (instructions for circulator) must be copied on the reverse side of the nomination petition.
3. Petition shall be headed by a caption stating the purpose of the petition, followed by the body of the petition stating the intent of the petitioners. Do not alter the wording on the petition.
4. There shall be ten (10) lines spaced one-half of an inch apart and consecutively numbered one through ten. Do not alter the spaces or add or delete lines.
5. Photograph of the candidate may appear on the nomination petition.
6. The nomination petition of a person seeking to fill an unexpired vacant term for any public office shall designate the expiration date of the term following the name of the office being sought. A.R.S. §16-314(D)

B. Back of petition (Instructions for Circulators)

1. All petitions shall be signed by circulator.
2. Circulator is not required to be a resident of this state but otherwise must be qualified to register to vote in this state and, if not a resident of this state, shall register as a circulator with the Secretary of State.
3. Circulator's name shall be typed or printed under the circulator's signature.
4. Circulator's actual residence address or, if no street address, a description of residence location shall be included on the petition.
5. Circulators who are not residents of this state must be registered as circulators with the Secretary of State before circulating petitions.

For more information on petitions, including paid petition gatherers and who can circulate petitions, review the Petition Circulation Training Guide located on the Arizona Secretary of State's website https://azsos.gov/sites/default/files/2019_1016_Petition_Circulation_Training_Guide.pdf

2022 NOMINATION PETITION SIGNATURE REQUIREMENTS

IMPORTANT NOTICE

Signature requirements are based on a percentage of qualified electors on January 2, 2022. (A.R.S. §16-322.B) and will be available at <https://navajocountyaz.gov/Departments/Elections/Candidates/Candidate-Packet> after January 15, 2022. It is the candidate's responsibility to ensure the correct number of signatures.

The signature requirements from 2018 (the last time these offices were on the ballot) are posted on the website as a GUIDELINE ONLY. These cannot be used as official signatures for the 2022 election cycle.

Nomination petitions shall be signed by a number of qualified electors who are qualified to vote for the candidate whose nomination petition they are signing as follows:

If for a **candidate for a county office or superior court judge**, at least one per cent (1%) but not more than ten per cent (10%) of the total number of qualified signers in the county or district. A.R.S. § 16-322(A)(4)

If for the governing body of a **special district** as described in Title 48, by a number of qualified electors equal to at least one-half of one percent of the vote in the special district but not more than two hundred fifty and not fewer than five signatures. ("The vote" is the number of votes cast in the last election.) A.R.S. §16-322(A) (12)

If for a **community college district**, by at least one-quarter of one percent (1/4%) but not more than ten per cent (10%) of the total voter registration in the district. A.R.S. §16-322(A)(5)

If for **county precinct committeeman**, by at least two percent but not more than ten per cent (10%) or ten signatures, whichever is less, of the party voter registration in the precinct. A.R.S. §16-322(A)(6)

WHO CAN SIGN MY PETITIONS AND WHAT IS A QUALIFIED ELECTOR?

A.R.S. §16-321(B), (F-1,2,3)

Who May Sign a Democratic Petition?

- Democrats registered in the jurisdiction of the office that the candidate seeks.
- Members of the unrecognized parties, Independents or non-partisans registered in the jurisdiction of the office that the candidate seeks.

Who May Sign a Republican Petition?

- Republicans registered in the jurisdiction of the office that the candidate seeks.
- Members of the unrecognized parties, Independents or non-partisans registered in the jurisdiction of the office that the candidate seeks.

Who May Sign an Independent Petition?

- Republicans registered in the jurisdiction of the office that the candidate seeks.
- Democrats registered in the jurisdiction of the office that the candidate seeks.
- Members of the unrecognized parties, Independents or non-partisans registered in the jurisdiction of the office that the candidate seeks.
- Petition shall be signed by registered voters in the jurisdiction of the office, if they have not signed the nomination petition of a Democrat or Republican candidate for the office.

CIRCULATING TIPS

- ✓ Voters may sign as many petitions for the same office as there are positions necessary to fill the office at the election. **For Example:** For the Office of Treasurer, only one person shall be elected to fill the office. Therefore, a voter may sign only one nomination petition for a candidate who is running for the office of Treasurer. A.R.S. §16-321(A)
- ✓ Candidates may sign their own petition.
- ✓ All petition columns **MUST BE FILLED IN**. The date column is the one most commonly left blank.
- ✓ Anyone wishing to sign a petition **MUST SIGN THEIR OWN NAME**. A spouse, family member, friend, power of attorney, guardian, etc. may not sign a nomination petition on behalf of another person.
- ✓ The circulator or another person may **NOT** assist the signer by completing the remaining columns on the petition.
- ✓ No more than 10 signatures will be counted on a petition. Additional signatures collected in the margins will not be counted. Petitions may contain less than 10 signatures.
- ✓ Do not leave petitions in any public place where the circulator cannot witness signatures, (i.e. restaurants, counters in a business, etc.)
- ✓ Candidates are strongly encouraged to obtain actual physical residence addresses or descriptions of place of residence relative to a city, town or post office building. P. O. Boxes are not invalid per se but may be challenged in court.

Filing Petitions with your Nomination Forms

- Petitions must be filed in original form with original (wet) signatures. Copies are not accepted.
- A petition may be filed with less than ten (10) signatures. Signatures in margin or top/bottom will not be counted. The max is ten (10) per page.
- Group your petition pages by the number of signatures on each page. For example, all the pages with 10 signatures, then 9, 8, etc.
- A receipt containing the number of pages and signatures filed is provided at the time of acceptance. The signature count on the temporary receipt is a face value and is subject to challenge of petition validity.
- A person may withdraw their signature from a petition by any of the following:
 - a) Verify the withdrawal by signing a simple statement of intent to withdraw their signature at the County Elections Office. A.R.S §19-113
 - b) The withdrawal must be received in the Navajo County Elections Department not later than 5:00 p.m. on the date the petition containing the person's signature is actually filed.

SIGNATURE REQUIREMENTS AFTER 1/15/2022
POSTED ON NAVAJOCOUNTY.AZ.GOV WEBSITE

WRITE-IN CANDIDATES

Any person desiring to run as a write-in candidate is not required to collect signatures on a candidate Nomination Petition form. Nor do they file a Candidate Statement of Interest. A write-in candidate may not file the nomination paper earlier than 150 days before the election.

A person desiring to become a write-in candidate for a County Office shall file a **Nomination Paper, Affidavit of Qualification, Campaign Finance Laws Statement, (all three are on the same form). A.R.S. §16-312, §16-905 (K) (5). This form includes:**

- Name of the office sought
- Name of the political party of registration
- Date of the primary election or general election
- Number of years as a U.S. citizen
- Number of years as an Arizona citizen
- Number of years in Navajo County
- Number of years in the voting precinct
- Actual residence address or description of place of residence
- Post office address, if applicable
- Exact manner name is to appear on the ballot
- Signed statement relating to campaign financing and reporting

The Write-in Nomination paper and Financial Disclosure Statement must be filed with the Navajo County Elections Department no later than 5:00pm **40 days** prior to the election, for an election that cannot be cancelled.

Write-in candidates for precinct committeemen, or special districts must file a Write-in Nomination Paper only with the Navajo County Elections Department no later than 5:00pm **106 days** before the election. (A.R.S. §16-312(B) (2). These elections may be cancelled and appointed.

Write-in candidate names will not be printed on the ballot. A list of write-in candidates and the offices they seek will be posted in a conspicuous location inside the polling location and on the County Website.

A vote for a write-in candidate is cast only when the voter writes the candidate's name on the ballot at the appropriate line for the office **AND** fills in the oval on the ballot.

Any person who does not file a timely Write-In Nomination Paper shall not be counted in the tally of ballots. A.R.S. §16-312 (C). Only official candidate votes are tallied.

A write in candidate, to be successful in the race, must obtain at least as many votes as they would have needed petition signatures. A.R.S. §16-645(E)

Primary Election – Write-in candidates must receive at least the minimum number of votes equivalent to the number of signatures required for nominating petitions for that office in order to have their name placed on the General Election Ballot.

General Election – Write-in candidates must receive the highest number of votes amongst all candidates in order to be elected. A minimum number of votes is not applicable.

Write-In Candidate Filing Requirements:

1. On or before the filing deadline the candidate must file a Political Committee Statement of Organization if the \$1,300 threshold is exceeded.
2. At the time of filing the Write-In Nomination Paper the candidate must file a Financial Disclosure Statement.
3. All filings must be submitted to the Navajo County Elections Department (except School Districts).
4. Filings will be accepted by mail if received by the filing deadline date, are complete and documents have candidate's original signature.

***** WHO CANNOT RUN AS A WRITE-IN CANDIDATE? *****

A candidate **may NOT seek a write-in candidacy** if any of the following apply:

- For a candidate in the general election, the candidate ran in the immediately preceding primary election and failed to be nominated to the office sought in the current election.
- For a candidate in the general election, the candidate filed a nomination petition for the immediately preceding primary election for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-322.
- For a candidate in the primary election, the candidate filed a nomination petition for the current primary election for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-322, withdrew from the primary election after a challenge was filed or was removed from or otherwise determined by court order to be ineligible for the primary election ballot.
- For a candidate in the general election, the candidate filed a nomination petition for the current general election for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-322, withdrew from the general election after a challenge was filed or was removed from or otherwise determined by court order to be ineligible for the general election ballot.
- For a candidate in the general election, the candidate filed a nomination petition for nomination other than by primary for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-341.
- Any person desiring to become a write-in candidate for an elective office shall be at the time of filing a qualified elector in that district and shall have been a resident of that district for 120 days before the date of the election. All other specific residency requirements still apply. Does not apply to city or town elections. HB2181 (2021) A.R.S. §16-312

FILING AND FORMS

NOMINATION PAPER, AFFIDAVIT OF QUALIFICATION, CAMPAIGN FINANCE LAWS STATEMENT

(All three of these are included on the same one-page form)

- The Partisan Nomination Form is to be used for all candidates seeking nomination by a political party (Democratic or Republican) for a particular office.
- For those candidates wishing to run for office who are not affiliated with a recognized party in the State of Arizona (i.e. Independents or other political parties), you will fill out the form (Nomination Other Than by Primary A.R.S. §16-341)
- For those candidates who are running for an office which is not affiliated with any parties (i.e. school boards, fire boards, other special districts boards), you will fill out the form (Non-Partisan Nomination)

This form includes:

- Name of the office sought
- Name of the political party of registration
- Date of the primary election
- Date of the general election
- Number of years as a U.S. citizen
- Number of years as an Arizona citizen
- Number of years in Navajo County
- Number of years in the voting precinct
- Actual residence address or description of place of residence
- Email address
- Post office address, if applicable
- Exact manner name is to appear on the ballot
- Candidate signature must be notarized
- Signed statement relating to campaign finance and reporting

Names printed on the official ballot are limited to last name, first and middle names. Abbreviations, initials and nicknames are permissible, but in no event shall nicknames, candidate slogans, abbreviations or initials suggest reference to professional, fraternal, religious or military titles. Abbreviated names or nicknames may be printed with quotation marks. The candidates' last name will always appear first on the official ballot.

Examples: SMITH, JOHN J. or SMITH, JOHN "J.J." or SMITH, J. J.

FINANCIAL DISCLOSURE STATEMENT & CONFLICT OF INTEREST

Financial Disclosure Statement

- A Financial Disclosure Statement must be completed by every public officer and candidates for office in Navajo County at the same time as the Nomination Paper and Nomination Petitions are filed.
- The statement must cover the twelve (12) months prior to the date of filing.
- The statement must be signed by the candidate.
- The Navajo County Elections Department will refuse to accept the filing of the nomination paper and nomination petitions from candidates who fail to include a Financial Disclosure Statement.
- **Candidates seeking Special District, School, or Precinct Committeeman positions DO NOT FILE THESE FORMS**

For more information on Financial Disclosure forms, guide located on the Arizona Secretary of State's website here https://azsos.gov/sites/default/files/20191217_FINAL_FDH.pdf

Conflict of Interest Form

Pursuant to A.R.S. §38-501 through §38-510, Navajo County requires all candidates seeking a county office to submit a Conflict of Interest Form. The Conflict of Interest Statement along with the Financial Disclosure Statement must be filed in January of each year pursuant to A.R.S. §38-541 through §38-545. If no such interest exists, declare "None".

CANDIDATES MUST FILE THESE ORIGINAL FORMS IN PERSON WITH THE ELECTIONS DEPT. ALONG WITH ORIGINAL PETITION PAGES - Copies cannot be accepted

School District Board candidates must file with the School Superintendent's Office. The Navajo College District is a Special District, and those candidates must file with the Elections Department.

Nomination Petition Challenge Procedures

Any elector may challenge a candidate for any reason relating to qualifications for the office sought as prescribed by law, including age, residency, professional requirements or failure to fully pay fines, penalties or judgments. (A.R.S. § 16-351)

Candidate challenges must be filed no later than 5:00pm on the tenth business day after the last day for filing nomination papers and petitions for that office. Weekends and holidays excluded.

All Election Challenges must be filed with the Navajo County Superior Court. Copies of the original Nomination Petitions filed can be obtained from the Elections Department beginning the day after the candidate filing deadline or the day after the candidate filed. A completed public records request form is required. The request form is available online at:

<https://navajocountyaz.gov/Departments/Board-of-Supervisors/Public-Records-Request>

Signature Verification:

The Recorder's Office has public computers available daily from 8:00am to 5:00pm. Monday through Friday for checking petition signatures.

An appointment can be made by calling (928) 524-4192.

Challenge Complaint Forms:

The Elections Department does not provide a form for filing Nomination Petition Challenge Complaints. Assistance may be available from The Superior Court at:

<https://navajocountyaz.gov/Departments/Superior-Court>

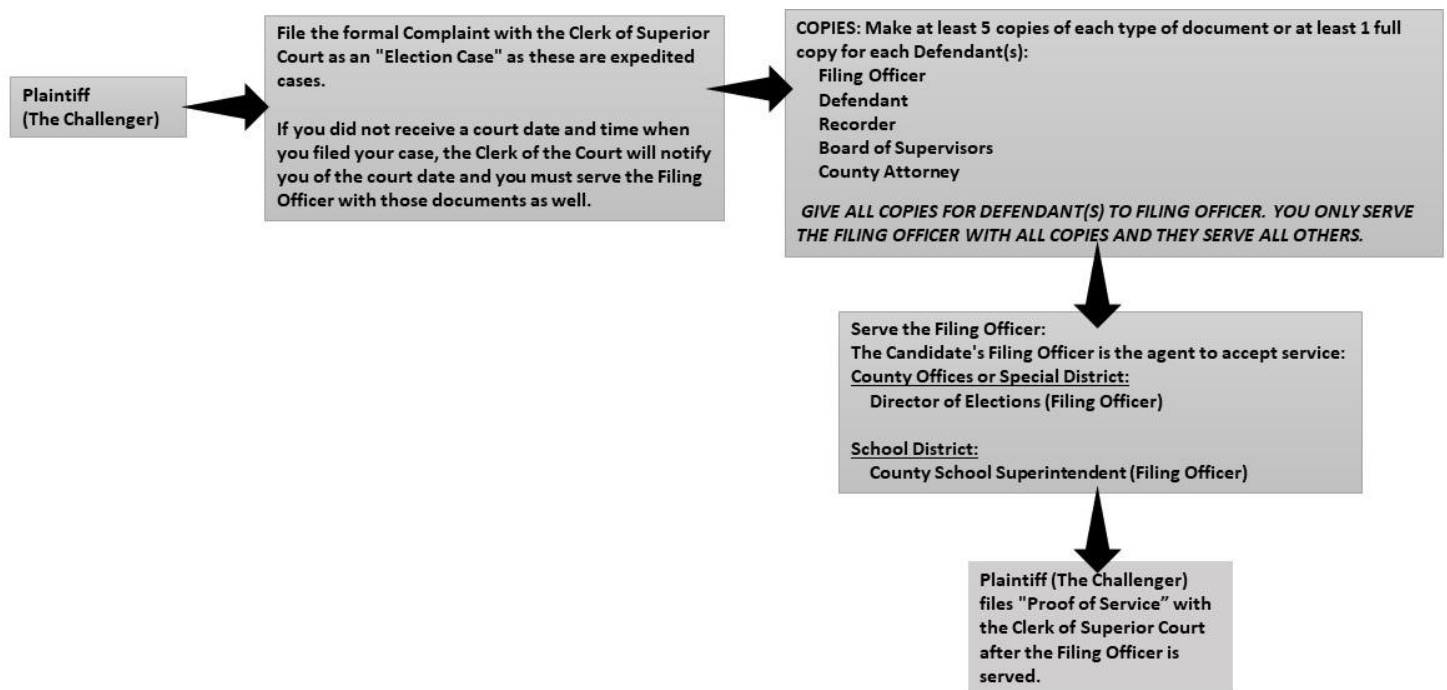
Challenge Cost / Reimbursement:

The filing fee for election contest complaints is set by the Clerk of the Superior Court,

<https://Navajo.az.gov/DocumentCenter/View/2378/Clerk-Filing-Fees-PDF>

The County Recorder or officer in charge of elections may be awarded reimbursement costs for signature verification by the court if it is determined that the challenge was without substantial justification. (A.R.S. § 16-351.01)

Candidate Challenge Process Flowchart



Withdrawal from the Ballot

Candidates who decide to have their name removed from the ballot for any election must submit a notarized Statement of Withdrawal to the Navajo County Elections Dept.

- School Governing Board candidates may submit their notarized Statement of Withdrawal to the office of the Navajo County School Superintendent.
- When candidacy is withdrawn, if the candidate has registered a campaign committee, the committee is required to continue filing campaign finance reports until/unless the committee is terminated.
- Candidates that withdraw their name from the ballot **cannot** run as a write-in candidate for that same office.

CANDIDATE FILING CHECKLISTS

Partisan Nomination OR Nomination Other than by Primary Election 16-341 Candidate (These are for County Offices except for Precinct Committeeman)

- ☐ A Candidate Statement of Interest must be filed prior to collecting any petition signatures.
- ☐ A **Political Committee Statement of Organization** must be filed within 10 days after the campaign's combined receipts and distributions exceed \$1,300.
- ☐ The candidate filing period for all other required documents (listed below) **begins March 7, 2022 at 8:00 a.m. and ends April 4, 2022 by 5:00 p.m.** Candidates (or their representatives) must present **ALL** of the following documents at one time. Candidates will be taken on a first-come, first-serve basis. Partial filings **WILL NOT BE** accepted!
- ☐ Consider **scheduling an appointment** to bring your documents into the Elections Dept. for filing. Hours to schedule an appointment can be made Monday-Friday from 8am until 5pm and through the lunch hour. Call (928)524-4062 for available time slots.
- ☐ **Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement** (All three of these are on the same one-page form)
 - Make sure to answer every question and fill in every blank.
 - Write the candidate's name exactly how he or she wants it to be printed on the ballot. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
 - The candidate must sign the form.
- ☐ **Financial Disclosure Statement and Conflict of Interest Form**
 - For the 12-month period preceding the filing (This is a different time period from the public office filing in January).
 - Check the second box "I am a Candidate..."
 - The candidate must sign the form.
 - If there are no conflicts of interest, list "none".
- ☐ **Nomination Petitions**
 - The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. The Elections Department cannot accept the nomination papers if the minimum numbers of signatures have not been obtained. Signatures in excess of the maximum will not be counted.
 - Check to see that the circulator portion on the back of each petition is complete:
 - ✓ Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
 - ✓ Did the circulator sign the back of each petition?

CANDIDATE FILING CHECKLISTS – ***CONTINUED***

Partisan Nomination OR Nomination Other than by Primary Election 16-341 Candidate *(These are for County Offices except for Precinct Committeeman)*

- Check to see that the signature portion of each petition is complete:
 - ✓ Is there a date for each signature?
 - ✓ Is there an actual residence address including city or town, or a description of the residence address location, for each signature?
- Check to see that there are no more than 10 signatures on each petition.
- Incomplete signature lines or signatures in excess of 10 on a petition page cannot be accepted.
- Group your petition pages according to the number of signatures on each.

Write-In Candidate

Partisan Nomination OR Nomination Other than by Primary Election 16-341 Candidate *(These are for County Offices except for Precinct Committeeman)*

- ☐ A **Political Committee Statement of Organization** must be filed within 10 days after the campaign's combined receipts and distributions exceed \$1,300.
- ☐ The candidate filing period for all other required documents (listed below) **ends at 5:00pm 40 days prior to the election**. Write-in candidates for precinct committeemen, school districts or special districts must file a Write-in Nomination Paper **no later than 5:00 pm 106 days before the election**. (A.R.S. §16-312 (B) (2). Candidates (or their representatives) must present **ALL** of these documents at one time. Candidates will be taken on a first-come, first-served basis. Partial filings **WILL NOT BE** accepted!
- ☐ **Write-In Candidate Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement.** (All three of these are on the same one-page form)
 - Make sure to answer every question and fill in every blank.
 - Write the candidate's name exactly how he or she wants it to appear on the Write-In list. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
 - The candidate must sign the form.
- ☐ **Financial Disclosure Statement and Conflict of Interest Form**
 - Covers 12-month period preceding the filing (This is a different time period from the public officer filing in January).
 - Check the second box "I am a Candidate..."
 - The candidate must sign the form.
 - If there are no conflicts of interest, list "none".

CANDIDATE FILING CHECKLISTS

Partisan Nomination for Precinct Committeeman

- ☐ The candidate filing period for all other required documents (listed below) **begins March 7, 2022 at 8:00 a.m. and ends April 4, 2022 by 5:00 p.m.** Candidates (or their representatives) must present **ALL** of the following documents at one time. Candidates will be taken on a first-come, first-serve basis. **Partial filings WILL NOT BE accepted!**
- ☐ Consider **scheduling an appointment** to bring your documents into the Elections Department for filing. Hours to schedule an appointment can be made Monday-Friday from 8am until 5pm and through the lunch hour. Call (928) 524-4062 for available time slots.
- ☐ **Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement** (All three of these are on the same one-page form)
 - Make sure to answer every question and fill in every blank.
 - Write the candidate's name exactly how he or she wants it to be printed on the ballot. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
 - The candidate must sign the form.
- ☐ **Nomination Petitions**
 - The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. The Elections Department cannot accept the nomination papers if the minimum numbers of signatures have not been obtained. Signatures in excess of the maximum will not be counted.
 - Check to see that the circulator portion on the back of each petition is complete:
 - ✓ Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
 - ✓ Did the circulator sign the back of each petition?
 - Check to see that the signature portion of each petition is complete:
 - ✓ Is there a date for each signature?
 - ✓ Is there an actual residence address including city or town, or a description of the residence address location, for each signature?
 - Check to see that there are no more than 10 signatures on each petition.
 - Incomplete signature lines or signatures in excess of 10 on a petition page cannot be accepted.
 - Group your petition pages according to the number of signatures on each.

Write-In Candidate cont'd

- ☐ The candidate filing period for all other required documents ends **at 5:00pm 40 days prior to the election**. Write-in candidates for precinct committeemen, school districts or special districts must file a Write-n Nomination Paper no later **than 5:00 pm 106 days before the election**. (A.R.S. §16-312 (B) (2)). Candidates (or their representatives) must present **ALL** of these documents at one time. Candidates will be taken on a first-come, first-served basis. Partial filings **WILL NOT BE** accepted!
- ☐ **Write-In Candidate Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement.** (All three of these are on the same one-page form)
 - Make sure to answer every question and fill in every blank.
 - Write the candidate's name exactly how he or she wants it to appear on the Write-In list. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
 - The candidate must sign the form.

REMEMBER:

- Only Precinct Committeemen may file their forms with their local Party Chair.
- Forms must be filed by that Chair (or their representative) in the Elections Department prior to filing deadline.

CANDIDATE FILING CHECKLISTS

Nonpartisan Nomination (These are for Special District Offices)

- ☐ A **Political Committee Statement of Organization** must be filed within 10 days after the campaign's combined receipts and distributions exceed \$1,300. This is not common.
- ☐ The candidate filing period for all other required documents (listed below) **begins June 13, 2022 at 8:00 a.m. and ends July 11, 2022 by 5:00 p.m.** Candidates (or their representatives) must present **ALL** of the following documents at one time. Candidates will be taken on a first-come, first-serve basis. Partial filings **WILL NOT BE** accepted!
- ☐ Consider **scheduling an appointment** to bring your documents into the Elections Dept. for filing. Hours to schedule an appointment can be made Monday-Friday from 8am until 5pm and through the lunch hour. Call (928) 524-4062 for available time slots.
- ☐ **Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement** (All three of these are on the same one-page form)
 - Make sure to answer every question and fill in every blank.
 - Write the candidate's name exactly how he or she wants it to be printed on the ballot. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
 - The candidate must sign the form.
- ☐ **Nomination Petitions**
 - The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. The Elections Department cannot accept the nomination papers if the minimum numbers of signatures have not been obtained. Signatures in excess of the maximum will not be counted.
 - Check to see that the circulator portion on the back of each petition is complete:
 - ✓ Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
 - ✓ Did the circulator sign the back of each petition?
 - Check to see that the signature portion of each petition is complete:
 - ✓ Is there a date for each signature?
 - ✓ Is there an actual residence address including city or town, or a description of the residence address location, for each signature?
 - Check to see that there are no more than 10 signatures on each petition.
 - Incomplete signature lines or signatures in excess of 10 on a petition page cannot be accepted.
 - Group your petition pages according to the number of signatures on each.

<p style="text-align: center;">Write-In Candidate Nonpartisan Nomination (These are for Special District Offices)</p>

- ☐ A **Political Committee Statement of Organization** must be filed within 10 days after the campaign's combined receipts and distributions exceed \$1,300. This is not common.
- ☐ The candidate filing period for all other required documents (listed below) **ends at 5:00pm 40 days prior to the election**. Write-in candidates for precinct committeemen, school districts or special districts must file a Write-in Nomination Paper no later **than 5:00 pm 106 days before the election**. (A.R.S. §16-312 (B) (2). Candidates (or their representatives) must present **ALL** of these documents at one time. Candidates will be taken on a first-come, first-served basis. Partial filings **WILL NOT BE** accepted!
- ☐ **Write-In Candidate Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement**. (All three of these are on the same one-page form)
 - Make sure to answer every question and fill in every blank.
 - Write the candidate's name exactly how he or she wants it to appear on the Write-In list. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
 - The candidate must sign the form.

POLITICAL CAMPAIGN SIGNS

The Navajo County Elections Department is not responsible in any way for candidates' political signs. Any candidate/political committee wishing to post temporary political signs within city limits must first check with each city on any ordinance or regulations for posting political signs.

Political Candidates and campaign volunteers shall indemnify, defend, and save harmless Navajo County and its employees from and against any and all claims and damages caused in whole or in part by their negligent or willful acts or omissions related to the placement of political signs in, on or about County right of way/roadways.

The County enforces political sign code on County maintained roads only.

The County DOES NOT regulate signage on private property.

If a temporary political sign is placed in a public right-of-way that is owned or controlled by the County and the sign supports or opposes a candidate for public office or it supports or opposes a ballot measure the following guidelines apply:

- The sign cannot be placed in a location that is hazardous to public safety, obstructs clear vision in the area or interferes with the requirements of the Americans with Disabilities Act (ADA).
- The sign has a maximum area of sixteen square feet, if the sign is located in an area zoned for residential use, or a maximum area of thirty-two square feet if the sign is located in any other area.
- **The sign must contain the name and telephone number of the candidate or campaign committee contact person.**
- Political signs may not be placed in public right-a-ways more than **71 days prior** to the Primary Election. Signs must be **removed with 15 calendar days following the final election for that candidate or issue.**
- Political signs **may not** be placed or attached to County road signs, public facility, or building. Do not place any signs on utility poles.

ADOT regulates the placement of signs adjacent to state roadways and interstates; drainage channel or streams; on or around interchange or crossroads; on or around traffic signs, signals or devices; and on natural features, including trees and rocks. For the posting of signs on private property, it is up to each candidate/political committee to contact the owner for permission.

Please Note: Political signs placed within 150 feet of a vote center must be removed prior to Election Day (A.R.S. §16-515 Notes of Decisions #4); Outside of this 150-foot range, if the sign is on property of the facility being used as a vote center, permission must be granted by the owner or person in charge of the facility.



Digging for any reason?

You must contact Arizona 811 at least two full working days in advance so underground utilities can be located and marked.
It's free. It's easy. It's the law.



**Know what's below.
Call 811 or click Arizona811.com
before you dig.**

ARIZONA BLUE STAKE IS NOW ARIZONA 811

Knowing the location of buried lines, pipes and cables - and then carefully working around them—prevents serious injuries and protects the critical utilities we all rely on every day from damage. Learn more at www.Arizona811.com.

A.R.S. §40-360.21-31 requires anyone who is excavating on public or private property for any reason to determine, in advance, "whether underground facilities will be encountered, and if so where they are located from each and every underground facilities operator and taking measures for control of the facilities in a careful and prudent manner."

Installing any type of sign without having utilities marked in advance is punishable by fines of up to \$5,000 per violation

Sign Tampering or Removal

It is a Class 2 misdemeanor for any person to knowingly remove, alter, deface or cover any political sign of any candidate for public office for the period commencing 45 days prior to a Primary Election and ending 15 days after the General Election (A.R.S. §16-1019.A). This provision does not apply to the removal, alteration, defacing or covering of a political sign by the candidate or property owner and/or the authorized agent in support of whose election the sign was placed, with or without permission of the owner, or place in violation of state law, or county, city or town ordinance or regulation. (A.R.S. §16-1019. B). An authority having jurisdiction over the highways may remove or cause a sign to be removed without notice, if it is considered a public nuisance (A.R.S. §28-648.D).

- Except if a sign is posted on private property – the property owner or agent of the property owner is permitted to remove the signs at any time, regardless of whether previous permission was given.
- HOA's shall not prohibit the display of political signs. A.R.S. §33-1261, 33-1808 (C)

Signs cannot be placed on any City, Town, or County property. For additional information and guidelines regarding sign placement, check with the specific city or town planning and zoning department.

CITY CONTACT NUMBERS

City of Holbrook	(928) 524-6225	https://www.holbrookaz.gov
City of Winslow	(928) 289-2422	https://www.winslowaz.gov
City of Show Low	(928) 532-4000	https://showlowaz.gov
Town of Taylor	(928) 536-7366	https://www.tayloraz.org
Town of Snowflake	(928) 536-7103	https://ci.snowflake.az.us
Town of Pinetop-Lakeside	(928) 368-8696	https://www.pinetoplakesideaz.gov

Candidates who have filed a **Candidate Committee Statement of Organization** have additional requirements for political signage. Refer to the Campaign Finance Handbook

Candidates who seek a **Judicial Office** (Judge, Justice of Peace, Constable) should review the Judicial Code of Conduct for additional political signage requirements.

ELECTION INFORMATION

ELECTION DATES AND VOTER DEADLINES

Election	(Primary) August 2, 2022	(General) November 8, 2022
Voter registration deadline	July 5, 2022	October 11, 2022
Early voting begins	July 6, 2022	October 12, 2022
Last day to request early ballot	July 22, 2022	October 28, 2022
Early voting ends	July 29, 2022	November 4, 2022



VOTER REGISTRATION

Qualifications for Registration A.R.S. §16-101

To register to vote in Arizona you must meet the following qualifications:

- Are a citizen of the United States and has provided proof of citizenship* upon registration;
 - Satisfactory evidence of United States citizenship includes **one of the following**:
 - An Arizona driver's license number or non-operating identification license number issued after 10/01/1996.
 - A legible photocopy of a birth certificate with the name of the applicant that verifies United States Citizenship.
 - A legible photocopy of the pertinent pages of the United States passport.
 - United States naturalization certificate number or the presentation of the original certificate of naturalization.
 - Bureau of Indian Affairs Card Number, Tribal Treaty Card Number or Tribal Enrollment Number.
- Be a resident of Arizona and the county listed on your registration
- Be 18 years of age or older on or before the day of the next regular General Election
- Will have been a resident of the state twenty-nine days next preceding the election, except as provided in A.R.S. § 16-126;
- Is able to write his/her name or make his/her mark, unless prevented from so doing by physical disability;

You cannot register to vote in Arizona if:

- You have been convicted of a felony and have not yet had your civil rights restored*
- You have been adjudicated incapacitated by a court of law.
- Note: For a first-time felony conviction, civil rights are automatically restored upon completion of a person's sentence and payment of any fines and restitution.

Providing proof of citizenship* is not required when registering using the Federal Voter Registration Form.

- If proof of citizenship is NOT provided at the time of registration, the voter will NOT be eligible to vote for State, County or Local Offices such as Governor, State Legislature, Board of Supervisors, Mayor, and School Governing Board.
- The voter is eligible to vote for **Federal Offices ONLY** such as US President and Congressman. (Attorney General Opinion I13-011, issued 10/7/2013)
- A voter that has registered using the Federal Form and has NOT provided proof of citizenship at the time of registration is NOT eligible to run for state or local office, sign nomination petitions for state or local office, or sign \$5 clean elections slips for state or legislative office.

For information regarding proof of citizenship and the ability to vote in federal, state, county, and local elections, visit the Secretary of State's [Proof of Citizenship Requirements](#) page.

How to Register to Vote

- **Online** – If you have an Arizona Driver License and/or an Arizona non-operating I.D. card issued by the Motor Vehicle Division (MVD) you may register to vote through Service Arizona EZ Voter Registration
 1. Log on to www.servicearizona.com
 2. Select your language preference, then click “Begin/Update Voter Registration”
 3. Verify your voter eligibility
 4. Enter your information in the required fields
 5. Verify address information
 6. You can now select your party preference
- **By Mail** – You can either [print off a form online](#) (PDF) or request that a registration form be mailed to you from the County Recorder. After completing the voter registration form, mail it to your county recorder’s office.
- **In-Person** – You may visit the County Recorder’s Office and fill out a registration form in person. Voter registration forms are available at the Recorder’s Office Monday through Friday from 8:00 a.m. to 5:00 p.m. or by calling (928) 524-4192

UPDATE YOUR VOTER INFORMATION

You should update your voter information if any of the following apply:

- You recently moved to a new address
- Your name has been legally changed
- You would like to change your political party affiliation
- **Online** – If you have an Arizona Driver License and/or an Arizona non-operating I.D. card issued by the Motor Vehicle Division (MVD) you may update your voter registration online.
 1. Log on to www.servicearizona.com
 2. Select your language preference, then click “Begin/Update Voter Registration”
 3. Verify your voter eligibility
 4. Enter your information in the required fields
 5. Update your address if you have moved, otherwise select **No** on question A & B and click continue.
 6. You can now update any other information that has changed, including your name or party preference
- **By Mail** – You can either [print off a form online](#) (PDF) or request that a registration form be mailed to you from the County Recorder. After completing the voter registration form, mail it to your county recorder’s office.
- **In-Person** – You may visit the County Recorder’s Office and fill out a registration form in person. Voter registration forms are available at the Recorder’s Office Monday through Friday from 8:00 a.m. to 5:00 p.m. or by calling (928) 524-4192

Voters should verify and check their registration status by visiting
my.arizona.vote prior to an election



EARLY VOTING INFORMATION

Permanent Early Voting List (PEVL) was renamed the Active Early Voting List (AEVL) in 2021.

Voters can sign up to have their early ballot **automatically** mailed to them for **ALL** elections they are eligible to vote in. Their ballot will be automatically mailed 27 days prior to the election. A voter can remove themselves from the AEVL list at any time.

How to Sign Up for AEVL

You can sign up for AEVL is on servicearizona.com and complete a new voter registration form. You will be asked if you want to join AEVL and your existing voter registration record will be updated. You may also send a written request to the County Recorder's Office. Requests must be made in writing and include the following information:

- Name
- Residence address
- Mailing address - within the state of Arizona** (*if different than their residence address*)
- Date of Birth
- Signature

Addressed to: Navajo County Recorder, Attn: AEVL
PO Box 668
Holbrook, AZ 86025

Removal from AEVL

A voter may be removed from the AEVL if the voter does not cast their mail ballot in at least one election over the course of two (2) consecutive election cycles and fails to respond to an official notice from the county recorder or elections office. Voters may also be removed if their voter registration is cancelled or becomes inactive. Removal from the AEVL is NOT removal from the voter registration rolls. **Failure to vote a mail ballot does not result in the voter's name being removed from the voter registration rolls.**

AEVL Notifications

The Recorder will mail a notice to all voters on the AEVL 90 days prior to any election held in March or August. The notice will include the dates of the elections that the notice is regarding, the dates that the voter's ballot is expected to be mailed (*27 days prior to any given election*), and the address on file where the ballot will be mailed to.

The notice will also include a means for the voter to:

- change their mailing address (**within Arizona),
- update their residence address (within the county they reside), and/or
- request that a ballot not be sent for the upcoming election(s) indicated on the notice.

Primary Election Notifications

If the voter is not registered as a member of a political party that is participating in the election, the notice will include information for the voter to select a partisan ballot for one of the applicable parties or, if the voter does not wish to participate in the partisan elections, a non-partisan city/town only ballot (if available).

See the section regarding Arizona's Open Primary Election

Mailing Address

A voter cannot list a permanent mailing address that is outside of Arizona unless the voter is an absent uniformed services voter or overseas voter as defined in the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

Ballot by Mail Requests

A voter who is not on the AEVL can request ballot to be mailed to them for any election.

RETURNING VOTED EARLY BALLOTS

Voted early ballots must be **signed and RECEIVED** by the Recorder via U.S. Postal Service or can be dropped off at any Vote Center within Navajo County no later than **7:00 PM on Election Day**. Ballots from other counties cannot be accepted in Navajo County. You must return your ballot to the county you are registered in for your vote to count.

---- A POSTMARK DOES NOT COUNT AS BEING RECEIVED ----

Was your ballot received and counted?

Find out by visiting my.arizona.vote

Early Voting Locations

A voter may cast an early ballot in-person at the Recorder's Office or at any other designated early voting site. For locations of early voting sites visit the website at <https://navajocountyz.gov/Departments/Elections/Voter-Information/Early-Voting-Sites>

Drop Box Locations

A list of drop box locations in Navajo County will be available online prior to the start of early voting <https://navajocountyz.gov/Departments/Elections/Voter-Information/Early-Voting-Sites>

Voters may also drop their voted ballot off at any of the Vote Center locations open on Election Day. Vote Centers are only open on Election Day and can be located at <https://navajocountyz.gov/Departments/Elections/Polling-Places>



VOTING ON ELECTION DAY

Navajo County operates Vote Centers on Election Day. **Vote Centers are NOT open for early voting.** On Election Day, they are open from 6:00am until 7:00pm. Voters in line at 7:00pm will be allowed to vote.

Vote Centers are located strategically around the county and allow eligible voters to choose where to vote on election day. There are no assigned precinct based polling locations. A list of Vote Centers may be found here

<https://navajocountyaz.gov/Departments/Elections/Polling-Places>

All Vote Centers are equipped with electronic touch-screen voting equipment and there are not pre-printed ballots available. All locations as well as equipment is ADA accessible and user friendly. For instructions on how to use the machines, visit <https://navajocountyaz.gov/Departments/Elections/Polling-Places>

IDENTIFICATION REQUIRED

Identification is required

Voters are required to provide ID at the polls in order to cast a standard ballot. An identification (ID) card or document provided is considered “valid” unless it can be determined on its face that it has expired.

If a voter does not have sufficient ID, the voter will be required to vote a conditional provisional ballot and must return to the Recorder’s Office or other designated city/town clerk office within 3 days for the Primary or within 5 days for the General and provide sufficient ID in order for their ballot to be counted. A list of these locations is on the receipt provided to you when you vote any provisional ballot.

For additional information on ID at the Polls visit: <https://azsos.gov/elections/voting-election>

Every eligible registered voter is required to show proof of identity at the polling place before receiving a ballot. The voter shall announce his/her name and place of residence to the election official and present one form of identification from **LIST #1** that bears the name, address, and photograph of the voter **OR** two different forms of identification from **LIST #2** that bear the name and address of the voter. (A.R.S. 16-579A)

A voter who does not provide one form of identification from **LIST #1** **OR** two different forms of identification from **LIST #2** shall not be issued a regular ballot, but shall receive a conditional provisional ballot

List #1 – Sufficient Photo ID (including name and address)

- Valid Arizona driver license or non-operating identification
- Tribal enrollment card or other form of tribal identification
- Valid U.S. federal, state or local government issued identification

List #2 – Sufficient ID without photo bearing the name and address (two required)

- Utility bill of the voter that is dated within 90 days of the date of election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone or cable television.
- Bank or Credit Union statement that is dated within 90 days of the date of the election
- Valid Arizona Vehicle Registration
- Indian Census Card
- Property tax statement of the voter's residence
- Tribal enrollment card or other form of tribal identification
- Vehicle Insurance Card
- Valid U.S. federal, state, or local government issued identification
- Voter Registration Card / Recorder's Certificate
- Any "Official Election Material" mailing bearing your name and address

THE LAW - ALLOWS FOR THE FOLLOWING THREE EXCEPTIONS

1. Valid Arizona driver license or non-operating identification license where address does not match signature roster/precinct register accompanied by a non-photo identification from List #2 in which the address does reasonably match the precinct register.
2. U.S. Passport accompanied by non-photo identification from List #2 in which the address does reasonably match the precinct register.
3. U.S. Military identification without address or address does not match accompanied by non-photo identification from List #2 in which the address does reasonably match the precinct register. Identification is "valid" unless it can be determined on its face that it has expired.

ARIZONA'S OPEN PRIMARY ELECTION

Arizona's open primary law allows voters registered as independent, unaffiliated, or with no party preference and members of a party without ballot recognition to vote in the partisan Primary Election ballot of one of the recognized political parties of the voter's choice. Only names of "recognized" parties appear on that Party's Primary Election ballot. Voters registered in a recognized political party may vote only the Primary Election ballot of that Party.

If a registered voter is not affiliated with a recognized political party and wishes to vote in a partisan Primary Election, the voter shall identify on the ballot-by-mail request or at a voting location the recognized political party ballot that the voter would like to receive. The voter is only allowed one party ballot. A.R.S. §16-804, 16-467(B)16-544(G)(2)

POLLING PLACE CONDUCT FOR CANDIDATES

There are numerous state and local laws that govern your conduct at the polling place on Election Day. We ask that all candidates and all candidates' volunteers abide by those rules and conduct themselves at the polling places legally, safely, and appropriately. Violations of such laws are enforced by our election boards, troubleshooters, sheriff deputies, and local police agencies. The following sections of this handbook touch on some of the most common rules which must be followed in order to ensure voter courtesy, safety, compliance with the law, and to protect important property and business interests of polling place owners.

Persons present in the polling place on Election Day are subject to the directions and statutory responsibilities of the election officers. The election officers are charged with securing the ballots and voting process; preserving order at the polls (A.R.S. § 16-535); permitting no violation of election laws (A.R.S. § 16- 535), prohibiting any ability to ascertain an elector's vote (A.R.S. § 16-1007) – including videotaping in whole or in part of ballots or voting sites; securing the ballots and election materials (A.R.S. § 16-602 et seq.); restricting access to certain portions of the polling place (e.g., A.R.S. § 16-562 and 16-515); not releasing or divulging the results of any ballot counting until one hour after the close of the polls (A.R.S. § 16-551.C); ensuring that no deadly weapons are carried into the polling place (A.R.S. § 13-3102.11); ensuring that there is no intimidation of any elector (A.R.S. § 16-1013); allowing no interference with respect to voting (A.R.S. §16-1017); and that there is no interference in any manner with an officer of the election in the discharge of their duty (A.R.S. § 16- 1004).

Courtesies

ALL voters, candidates, workers, polling place property owners, and the public deserve your courtesy and respect.

Electioneering Capability – “75-Foot Limit”

Except in the case of an emergency, any facility that is used as a polling location on Election Day shall allow persons to electioneer and engage in other political activity **outside** of the 75-foot limit in public areas and parking lots used by voters. (A.R.S. §§ 16-411 and 16-515).



Inside the 75-Foot Limit

At each polling place, signs will be posted to mark the 75-foot limit. While the polls are open, a person shall not be allowed to remain inside the 75-foot limit boundary except for/that:

- Voters for the purpose of voting.
- A minor accompanying a voter into a polling place.
- The voter may be accompanied and assisted by a person of the voter's own choice, except for a person who is a candidate in that election.
- Election officials.
- One representative of each political party represented on the ballot who has been appointed by the county chairman of that political party.
- Challengers allowed by law.

Voters having cast their ballots shall promptly move outside the 75-foot limit. They are not to remain inside the facility or the marked 75-foot limit.

NO ELECTIONEERING WITHIN THE 75-FOOT LIMIT

Electioneering occurs when an individual knowingly, intentionally, by **verbal expression**, and in order to induce or compel another person to vote in a particular manner or to refrain from voting express support for or opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election or a political party with one or more candidates who appear on the ballot in that election.

It is a class 2 misdemeanor for any person to attempt to influence a person's vote within 75 feet of a polling place, vote center, or early voting location. A person shall not be allowed to remain inside the 75-foot limit while the voting location is open, except for the purpose of voting, and no electioneering may occur within the 75-foot limit. Except in the case of a voting location with an emergency designation, electioneering must be permitted outside the 75-foot limit at any facility designated as a voting location. A list of voting locations with an emergency designation, the reason the emergency designation was granted, and the number of attempts that were made to find a polling place before granting the designation may be found on the County website at <https://navajocountyaz.gov/Departments/Elections/Polling-Places>

An election official, an appointed political party representative, or a challenger shall not wear, carry, or display materials that identify or express support for, or opposition to, a candidate, a political party or organization, a ballot question, or any other political issue, and shall not electioneer within the 75-foot limit.

- A voter may carry anything he or she chooses to bring.
- A voter may wear any type clothing with any slogan or candidate.
- A voter may not verbally campaign for the purpose of inducing someone to vote or to refrain from voting for a candidate or ballot measure.

A.R.S. §16-515(I), §16-515(H), §16-1018(1), §16-515(A).

Photography

A person **may not** take photographs or videos while within the 75-foot limit. Any person violating this section is guilty of a class 2 misdemeanor. A voter who makes available an image of their own ballot by posting on the internet or in some other electronic medium is deemed to have consented to re-transmittal of that image and that does not constitute a violation. While voters are allowed to take a picture of their own voted ballot, **THAT LAW DOES NOT APPLY TO IN PERSON VOTING ON ELECTION DAY OR DURING EARLY VOTING.**

Outside the 75-Foot Limit

Anyone can stand outside the 75-foot line and hand out materials or hold signs. As for posting signs outside the 75-foot limit, a person who wishes to post a sign on private property shall seek permission from the property owner. There may be polling places that do not allow electioneering outside the 75 foot limit.

Keeping Traffic and Walkways Clear

The parking area, sidewalk or traffic area used by voters (whether on foot or in their vehicles), as well as in areas which may be used by voters with a disability for drive-up voting, the parking area, sidewalk or traffic area **MUST BE KEPT CLEAR**. These rights of way or traffic areas, whether or not they are in the 75-foot limit, may not be encroached upon with signs, vehicles, tables, chairs, or supporters.

Sidewalks

During voting, a public sidewalk inside the 75' limit becomes part of the restricted zone. No campaigning or electioneering is allowed on a public sidewalk during voting hours.

Polling Place Abuse

The owners of the facilities used as polling places have private property rights as well as liabilities for actions taken on their property. The County does not lease the entire premises for voting purposes and most of the facilities have normal business activities occurring on Election Day. An increasing number of facilities have expressed concern with Election Day abuse to their property, unauthorized borrowing of furniture or use of resources, interference with their customers or patrons, and concern with damage resulting from signs placed on the premises. Please note that you may need to seek permission from the private property owner for activities you wish to conduct on private property, and an owner may ask that unauthorized persons, structures, or signs be removed from private property. We have advised polling place owners that the County does not have the power to enforce private property rights. After receiving a warning that conduct or presence is not permitted by the property owner, deputies or local police may be called upon by the owner to enforce the property owner's rights.

Sign placement and tampering

Many owners of the facilities used as polling places have specific preferences about Election Day signage. Some facilities have designated specific areas they have approved for sign placement; others prohibit signs anywhere on the premises. Do not place signs at a polling place without first checking with the property owner or manager. Unauthorized signs on private property may be removed and confiscated. State and many local laws also govern placement of signs on public and private property as well as removal, alteration, or defacing of political signs. Check with your local jurisdictions before placing signs.

DROPPING OFF BALLOTS AT VOTING LOCATIONS

All eligible voters may request a ballot-by-mail and may mail back their voted ballot or drop it off at their County Recorder's Office, any official ballot drop-box, any early voting location, or any Election Day voting location in the county. Ballots must be received by election officials by 7:00pm on Election Day.

Arizona law allows a caregiver, family member, household member, or election official to help return a voter's ballot to county election officials, including dropping off the ballot at a voting location. These categories are broadly defined (A.R.S. § 16-1005):

- Caregiver: "a person who provides medical or health care assistance to the voter in a residence, nursing care institution, hospice facility, assisted living center, assisted living facility, assisted living home, residential care institution, adult day health care facility or adult foster care home."
- Family member: "a person who is related to the voter by blood, marriage, adoption or legal guardianship."
- Household member: "a person who resides at the same residence as the voter."

ENFORCING VOTING LOCATION RULES

Inspectors oversee each voting location and should utilize the Marshall to preserve order and remove potentially disruptive persons. A.R.S. § 16-535(B); A.R.S. § 16-1004(A). Higher-level decisions generally are raised through county channels, whether through a trained troubleshooter, the elections department, or both. Any decision to contact law enforcement is for local election officials to be exercised in their sound judgment.

If you witness a problem at a voting location, you should not speak to or accost a voter to "enforce" the law yourself. Tense situations should be de-escalated, not escalated. Please inform a poll worker to resolve the issue, or if you or another person is in immediate danger, call 911. Do not take matters into your own hands.

DISCRIMINATORY CONDUCT AND VOTER INTIMIDATION

Discrimination against voters based on race, ethnicity, national origin, language, religion, or disability is punishable under law. Even in the absence of discrimination, any attempt to intimidate, coerce, or threaten a person to vote or not vote is strictly prohibited and may be criminally punishable.

Examples of activity that may amount to intimidation, whether in or outside the 75-foot limit, include:

- Aggressive or ostentatious display of weapons;
- Aggressive behavior, such as raising one's voice or taunting a voter or poll worker;
- Using threatening, insulting, or offensive language to a voter or poll worker;
- Blocking the entrance to a voting location or disrupting voting lines;
- Intentionally disseminating false or misleading information at a voting location, such as flyers or communications that misstate the date of the election, hours of operation for voting locations, addresses for voting locations, or similar efforts intended to disenfranchise voters;
- Impersonating a law enforcement officer, or otherwise wearing clothing, uniforms or official-looking apparel, intended to deter, intimidate, or harass voters (see also A.R.S. § 26-170, prohibiting unauthorized wearing of national guard or U.S. armed forces uniform);
- Directly confronting or questioning voters in a harassing or intimidating manner, including asking voters for "documentation" or other questions that only poll workers should perform;
- Raising repeated frivolous voter challenges to poll workers without any good faith basis, or raising voter challenges solely based on race, ethnicity, national origin, language, religion or disability; or
- Posting signs or communicating messages about penalties for "voter fraud" in a harassing or intimidating manner.

In sum, any activity that has the intent or effect of threatening, harassing, or intimidating voters—whether in or outside of the 75-foot-limit—is unlawful and should be strictly enforced by election officials, including with assistance from law enforcement if necessary. 52 U.S.C. §§ 10101(b), 10307(b); A.R.S. §§ 13-1202, 16-1013.

POLITICAL PARTY OBSERVERS

All political party observers are required to obtain credentials from their county political party chairperson and must present those credentials at their assigned voting location to observe inside the 75-foot limit. Generally, only one observer per political party is permitted in each voting location. A.R.S. § 16-515(B).

Credentialed political party observers are there to do just that: observe. Observers shall not obstruct poll workers or the voting process, interact with voters, take videos or photos, act unprofessionally, or otherwise fail to obey the voting location inspector or rules established by the county. Party observers who violate these guidelines may have their credentials revoked by the county and be asked to leave.

Non-credentialed observers, interest groups, candidates, and members of the media are not allowed within the 75-foot limit. Even if you intend to observe outside the 75-foot limit, observers shall not obstruct voting lines or the entrance to the voting location, or otherwise engage in any conduct that may have the effect of threatening, harassing, or intimidating voters.

ELECTION NIGHT REPORTING

Results cannot be released to the public until at least one hour after polls close. Starting after 8pm on election night, results will be posted to the County website after they are uploaded to the Secretary of State's website. The first posting always includes all early ballots that are counted at that time. Results will be updated throughout the night as results become available from the Vote Centers. The last results for the night will be noted as such.

Candidates are cautioned that election night results are not final results and no winners are declared in the county. Counting of early ballots, early ballots dropped off on election day, provisional ballots, and official write in candidates will continue over the next several days. Results will be updated and noted as such on the website. Results are not final until the Board of Supervisors canvasses the election and results for Statewide elections are transmitted to the Secretary of State for the official state canvass.

Arizona law allows for a ballot cure period for the Recorder to contact a voter for signature verification for ballots received or dropped off on election day. The cure period for a statewide election is 5 business days. All other elections have a 3 business day cure period.

FREQUENTLY ASKED QUESTIONS (FAQ)

I've decided to run for office, what do I do now?

- First, find out who your filing office is and where they are located. Not all candidates file at the County Elections Department.

Obtain candidate information and forms at www.Navajo.az.gov/elections.

- File a Candidate Statement of Interest prior to collecting petition signatures if required.
- Register your committee (if applicable) by filing a Statement of Organization. You can form a committee at any time. For more Information see A.R.S. §16-905. If you spend or collect, in aggregate, more than \$1,300 you must File a Statement of Organization. You are then required to file Quarterly and pre-election Campaign Finance Reports through the election cycle, and once more when the committee terminates.
- Circulate your petitions and gather signatures.
- File your paperwork with the appropriate filing office before the deadline.

Where are candidate materials available?

County forms that include statement of interest, nomination papers, petitions, signature requirements, filing instructions, campaign finance and financial disclosure forms and instructions are available on the Navajo County website. www.Navajo.az.gov/elections. Pre-printed packets are no longer offered. Copies may be made at the current cost of public records.

Who is a registered voter?

A resident of the State of Arizona who has completed and submitted a voter registration to a County Recorder, is a citizen of the United States, will be 18 years old or more on or before the date of the regular general election, who will have been a resident of the state 29 days preceding the next election, is able to write his name or make his mark, unless prevented from doing so by a physical disability, has not been convicted of treason or a felony, unless restored to civil rights, and has not been adjudicated an incapacitated person.

Who is a qualified elector?

A person who is a resident within the boundaries of the district, precinct, or area for which the election is being conducted and whose voter registration has been received by the Navajo County Recorder prior to midnight of the 29th day preceding the date of the election.

Must I be a qualified elector in the jurisdiction that I wish to represent?

Yes. "...A candidate for public office shall be a qualified elector at the time of filing and shall reside in the county, district or precinct which the person proposes to represent." Arizona Revised Statutes §16-311 (A)

Must I be a qualified elector of the party that I wish to represent?

Yes. "Any person desiring to become a candidate at a primary election for a political party and to have the person's name printed on the official ballot shall be a qualified elector of such party..." Arizona Revised Statutes §16-311 (A).

How do I run as a Write-in candidate?

Write-in candidates are not required to gather signatures to qualify for the ballot. However, Write-in candidates are still required to form a committee (if applicable), file a Nomination paper and a Financial Disclosure Statement and Conflict of Interest (if applicable). Only candidates who file before the deadline will be considered “official write-in candidates.” Only official write-in candidates will have their names posted in the Vote Centers and have any votes cast for them counted. A list of write-in candidates is not sent with the early or vote by mail ballots and it is up to the candidates to advertise their candidacy. The list is also posted on the County website. A.R.S. §16-312

I lost in the Primary or didn’t get enough signatures collected – can I run as a write-in?

No. A candidate who failed to receive nomination and lost in the Primary cannot run in the General as a write-in. If you were removed by Court order, didn’t collect enough signatures, or dropped out of the election you are not eligible to run as a write-in candidate for that same office. A.R.S. §16-312

How do I run as an “Independent” candidate?

“Independent” describes any candidate that is not registered to vote with one of the major (recognized) political parties. Only the Democratic and Republican Parties are recognized in Navajo County.

Independent candidates do not run in the Primary Election and will instead appear on the General Election ballot. However, the filing deadline for Nomination Papers and Petitions is the same as the candidates who are running in the Primary. The procedures for running as an Independent candidate are the same as those for candidates registered with a political party, except that Independent candidates file slightly different petitions and nomination paperwork. Use the forms for “Non-Recognized Party Candidates (All other parties). Also known as an A.R.S. §16-341

To be candidate for Navajo County Office in the Primary Election, must I be a registered member of either the Democrat Party or the Republican Party?

Yes. The political parties that are recognized for Navajo County Office this year, and, therefore, entitled to representation on the County primary ballot, are the Democratic Party and the Republican Party. “Each county recorder shall determine the political parties qualified for the county ballot...” Arizona Revised Statutes §16-804(D)

Can I run for Navajo County Office if I am not a qualified elector of the Democrat Party or the Republican Party?

Yes. “Any qualified elector who is not a registered member of a political party that is recognized pursuant to this title may be nominated as a candidate for public office other than by primary election...” Arizona Revised Statutes §16-341 (A)

If I am an Independent, can I be a Precinct Committeeman?

No. You must be registered to vote with one of the political parties recognized in the State to be a Precinct Committeeman for that party. Democratic, Libertarian, and Republican Parties may have Precinct Committeemen.

What is the difference between a Financial Disclosure Statement and Campaign Finance Reports?

A Financial Disclosure Statement is a report of your personal finances, and it is filed at the same time as your Nomination Paper and Petitions. Special District candidates do not have to file Financial Disclosure Statements. County Elected Officials also file an annual Financial disclosure with the Clerk of the Board of Supervisors.

Campaign Finance Reports track all the money that a committee has collected and spent. Campaign Finance Reports are filed several times during the year and cover specific periods of time. All committees who file a Statement of Organization, including Special District candidates are responsible for filing Campaign Finance Reports. Campaign Finance Reports are required until you file a Termination Statement to close your committee.

Fines may apply if these forms are not filed timely, which could impact your ability to run in an election.

Where can I circulate petitions?

Petitions can be circulated to (1) any registered voter who is a member of your political party or to (2) Independents or Party Not Designated registered voters, who live within the confines of the jurisdiction covering the office for which you intend to run. More information can be found in the Secretary of State's "Petition Circulator Handbook."

How do I challenge a candidate?

Any candidate in any election can be challenged for any reason by any eligible voter. To challenge a candidate, you must file a challenge petition in Navajo County Superior Court no later than 5:00 p.m. on the 10th business day after the candidate Nomination Petition submission deadline. The challenge petition must specifically list the reasons for the challenge if signatures on a candidate's Nomination Petitions are being challenged, the challenge must specifically identify the Nomination Petition page and line number for each signature being challenged, and the reasons why the signatures are being challenged. For more information see A.R.S. §16-351 and A.R.S. §16-351.01.

I want to review my opponent's petitions. What do I do?

Nomination Petitions are available for public inspection and purchase from the Elections Department. To check the signatures on candidate petitions against the Voter Registration records, you must:

1. Submit a Public Records Request Form through the County Attorney's Office. The form is available online at <https://navajocountyaz.gov/Departments/Board-of-Supervisors/Public-Records-Request>
2. Schedule an appointment with the Voter Registration Department in the Recorder's Office for use of their public computer. They can be reached at (928) 524-4192

If you want to look at another candidate's petitions and do not want copies, you can do so under direct supervision of Elections Department staff, but you cannot use this option if you want to check the signatures against the Voter Registration records. You must still submit a public records request to schedule the appointment for review.

Who can sign my petitions?

Signatures must be obtained from qualified electors who are eligible to vote for the candidate whose nomination petition they are signing. If you are running for a County office, signers are registered in the district you are running for, registered with your same political party, or registered *Independents*. If you are running for a School or Special District, anyone registered to vote in your district can sign your petitions. You may sign your own petition.

How can I get voter registration forms or learn more about getting people registered?

Contact the County Recorder's Office at (928) 524-4192 or <https://navajocountyaz.gov/Departments/Recorder>

What if I have other questions not addressed in this Handbook?

Contact the Elections Department at (928) 524-4062 or email elections@navajocountyaz.gov